



SEPA Mujer

SERVICIOS PARA EL AVANCE DE LA MUJER
SERVICES FOR THE ADVANCEMENT OF WOMEN

POSITION TITLE: Case Manager- MRAP
REPORTS TO: MRAP Program Coordinator
Hours/Week: 40 hrs (Full Time)
FLSA Definition: Exempt

Background:

Since 1993, SEPA Mujer has provided safe spaces for empowerment, leadership development, civic engagement and legal assistance as the only Latina Rights Organization dedicated to social change, women's rights, immigrant rights and other issues by way of unique training, workshops, monthly meetings, presentations, tabling, press work and action-oriented engagement.

Role Overview:

As a Case Manager for Migrant Relocation Services, you will play a pivotal role in providing comprehensive case management and direct assistance to migrants undergoing the relocation process. Your responsibilities will revolve around understanding and addressing the unique needs of individuals and families, guiding them through the relocation process, and ensuring a seamless transition to their new environment. Working closely with the team and Project Coordinator, you will contribute to the safety and well-being of migrants by offering essential support services.

Key Responsibilities:

- Conduct initial assessments to identify individual and family needs and challenges.
- Develop personalized plans that address specific needs and establish achievable integration goals.
- Collaborate with the legal team to provide necessary legal support and guidance.
- Coordinate access to various services, including housing, education, language classes, and social services.

- Provide trauma-informed and culturally competent emotional support to individuals and families.
- Work alongside the Health Equity Coordinator to connect families with mental health services.
- Assist families in securing housing, food, clothing, and applying for social services benefits.
- Guide families through the process of registering children in schools.
- Facilitate referrals to job training and placement services.
- Collaborate with the team to ensure the safety and well-being of migrants.

Qualifications:

- Bachelor's degree in social work, human services, psychology, or a related field.
- Proven experience in case management, preferably with migrant or vulnerable populations.
- Knowledge of trauma-informed care principles and cultural sensitivity.
- Strong communication and interpersonal skills.
- Ability to develop and implement individualized plans.
- Familiarity with legal processes related to migration is a plus.
- Proficiency in languages spoken by the migrant community is advantageous.
- Compassionate, patient, and empathetic demeanor.
- Strong organizational and time-management skills.

Benefits and Perks:

Besides a competitive salary, we offer the following benefits:

Health insurance coverage after three months of employment.

Vision and Dental insurance coverage.

Flexible Spending Account (FSA)

Annual Paid time off and holidays: 10 PTO days, up to 5 additional days for sick time, and 11 holidays per year. (see handbook for details). Five additional PTO dates will be offered as a Wellbeing / self-care package.

Professional development opportunities.

A dynamic and inclusive work environment.

The summer schedule, including Fridays off, is evaluated annually by the Board of Directors and the Executive Director.

Holiday Vacation: The office is closed from December 24th to January 1st.